By email:

# Agreement for Reduced Hours of Work

Name of employee:

Name of employer:

Dear

Further to recent discussions, I write to confirm that we have agreed to the following

temporary changes to your terms and conditions due to the impact of the coronavirus

on the business:

* You have agreed to temporarily vary your hours of employment (together with

a pro rata reduction in pay) as follows

The amendments will be effective from and will operate until further notice.

I will inform you as soon as I have more information about how long these temporary

arrangements will be in place.

To confirm that you accept these temporary changes to your terms and conditions

please sign and return the form below and return it to me. Please also keep one copy

of this letter for your records.

Please contact me if you have any questions.

Yours sincerely,

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I have read and understood the contents of this letter and agree to the temporary

change in my terms and conditions of employment as set out above.

Full name (please print):

Signature:

Date:

*Include if the employee is under 18 years of age:*

Name of parent/guardian:

Signature of parent/guardian:

Date signed: